



#### NVRA COORDINATION

The Executive Director of the NC State Board of Elections is the Chief Election Official for purposes of administering the National Voter Registration Act (NVRA). If you need help or assistance with your NVRA duties, you should contact the State Board of Elections.





# The State Board of Elections is committed to ensuring the success of North Carolina's NVRA Program.



### NCGS § 163-82.20

**Voter Registration Agencies. -** Every office in this State which accepts:

- (I) Applications for a program of public assistance ...;
- (2) Applications for State-funded State or local government programs primarily engaged in providing services to persons with disabilities . . .
- (3) Claims for benefits under ..., the Employment Security Law,

## CERTAIN AGENCIES MUST OFFER VOTER REGISTRATION SERVICES



Public Assistance Agencies

01

Disability Services
Agencies

02

Employment Security
Commission

03



### NCGS § 163-82.20

Duties of Voter Registration Agencies. — A voter registration agency shall, unless the applicant declines, in writing, to register to vote, distribute with each application for service or assistance, and with each recertification, renewal, or change of address relating to such service or assistance:

- (I) A voter registration application;
- (2) Provide a form that contains the statements required by the National Voter Registration Act;
- (3) Provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application as is provided by the office with regard to the completion of its own forms.



#### REQUIRED NVRA STATEMENTS

- "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency."
- "If you would like help in filling out the voter registration application form, we will help you.
  The decision whether to seek or accept help is yours. You may fill out the application form in private."
- "If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the NC State Board of Elections."



### NCGS § 163-82.20: PROHIBITIONS

#### **Prohibitions.** – Agency staff shall not:

- (I) Seek to influence an applicant's political preference or party registration;
- (2) Display any such political preference or party allegiance;
- (3) Make any statement to an applicant or take any action the purpose or effect of which is to discourage the applicant from registering to vote; or
- (4) Make any statement to an applicant or take any action the purpose or effect of which is to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.



#### NCGS § 163-82.20: CONFIDENTIALITY

Confidentiality of Declination to Register. – No information relating to a declination to register to vote in connection with an application made at a voter registration agency may be used for any purpose other than voter registration.

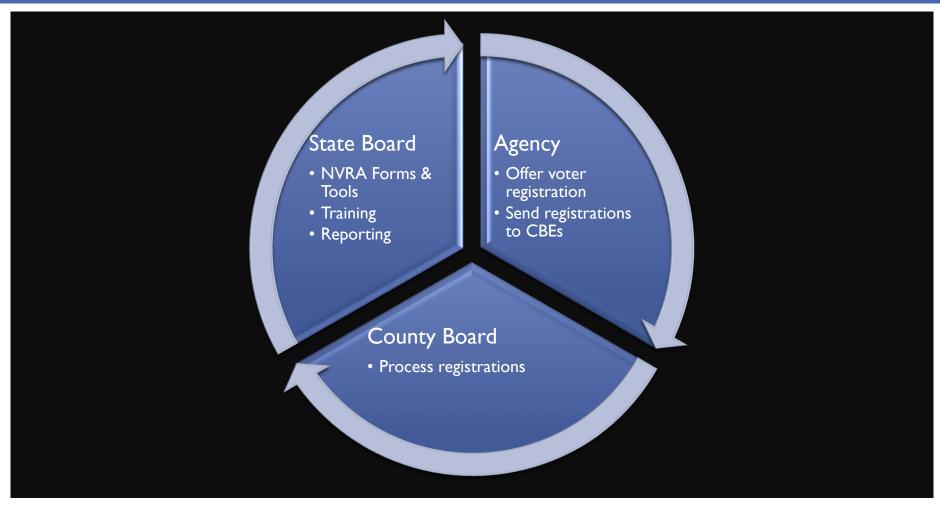
## NCGS § 163-82.20: COORDINATION WITH BOARDS OF LECTIONS



Transmittal From Agency to Board of Elections. – Any voter registration application completed at a voter registration agency shall be accepted by that agency in lieu of the applicant's mailing the application. Any such application so received shall be transmitted to the appropriate board of elections not later than five business days after acceptance, according to rules which shall be promulgated by the State Board of Elections.



### THE NORTH CAROLINA NVRA PROCESS







SEIMS - Voter Registration Activity

New Registrations

Voter Changes

Duplicate Registrations

**NVRA Survey: Preference Form Activity** 

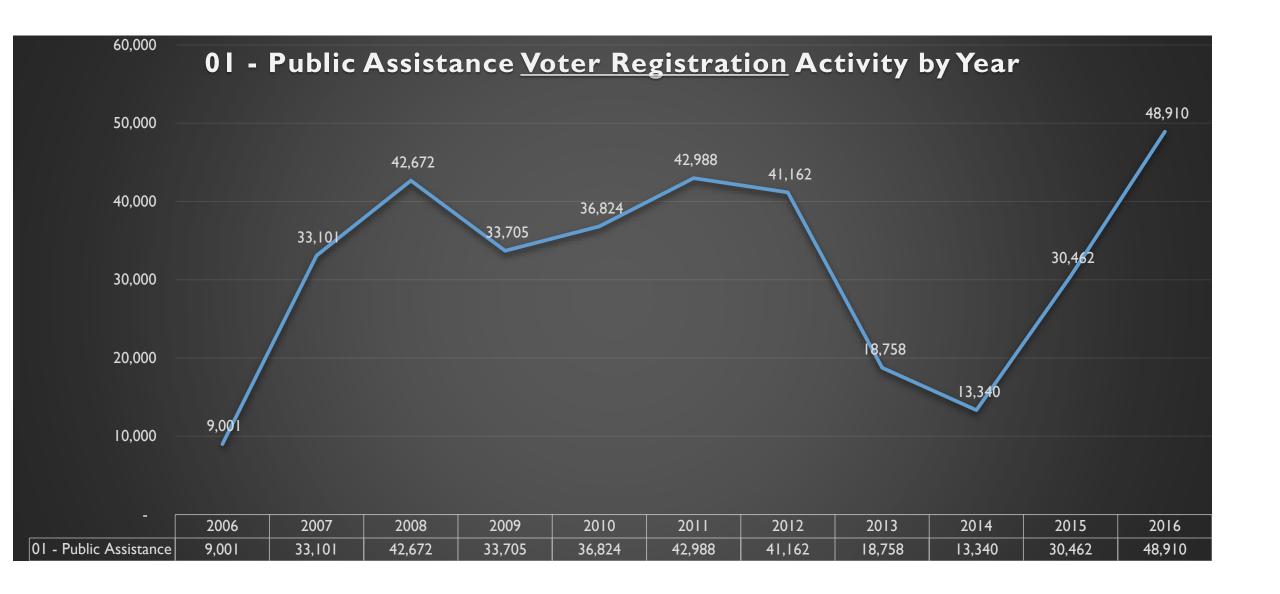
## Agency Transmittal Sheet

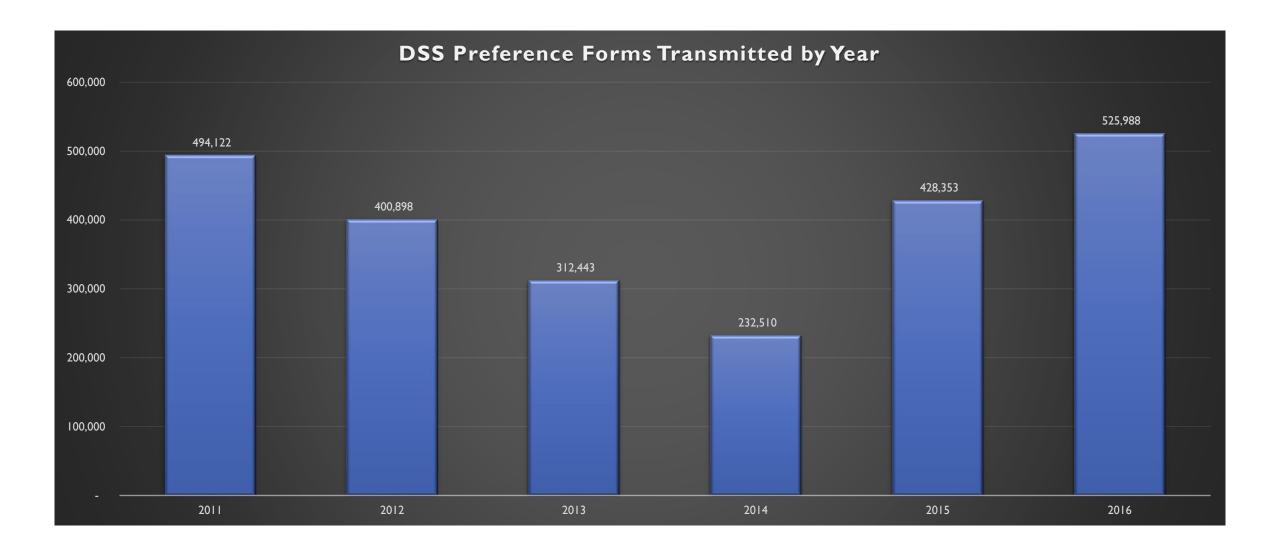
- Number of preference forms transmitted to the county
- Number of voter registration applications transmitted to the county

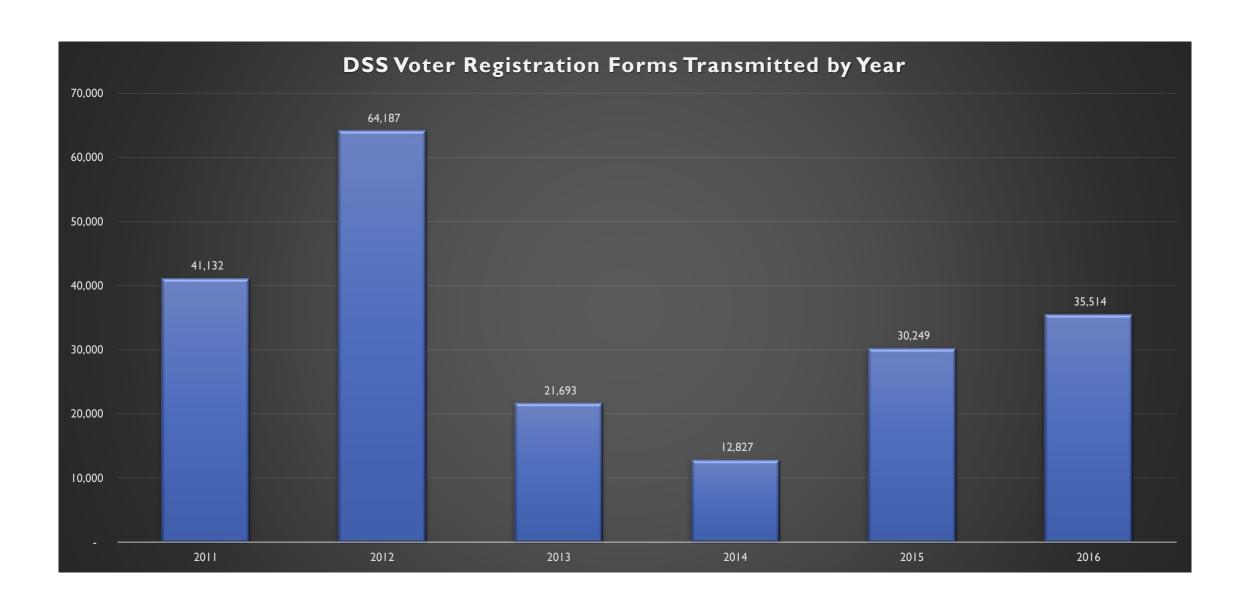
Online Preference Form

NVRA ACTIVITY REBOUNDS







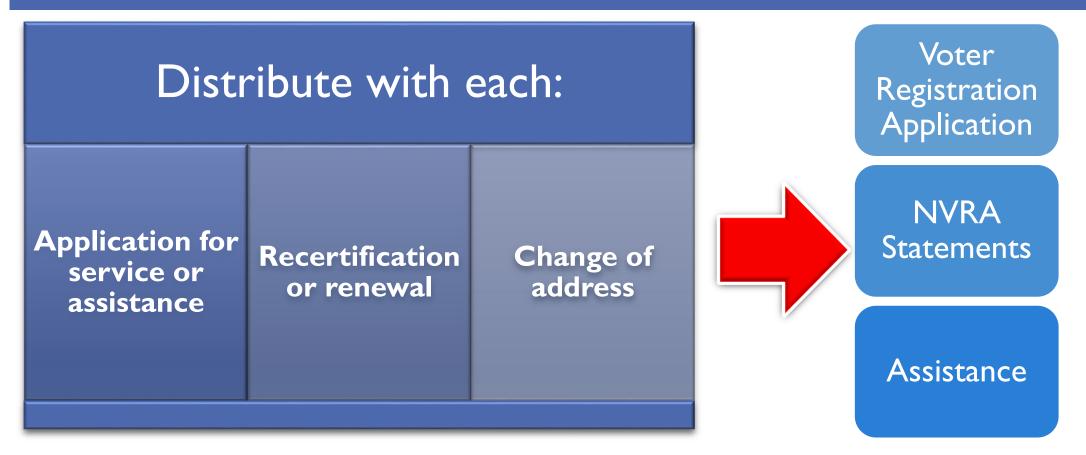




IN-PERSON
TRANSACTIONS







**Covered Transactions** 





# Ask every covered applicant:

 "If you are not registered to vote where you live now, would you like to apply to register to vote here today?"



Effectively immediately, distribute a voter registration application to ALL covered clients.



#### WHO'S COVERED

GS § 163-82.20(i)

**Ineligible Applications Prohibited.** – No person shall make application to register to vote under this section if that person is ineligible on account of age, citizenship, lack of residence for the period of time provided by law, or because of conviction of a felony

Covered person must be a <u>U.S. citizen</u>.

Covered person must be at least 16 years of age.



#### PREFERENCE FORM NO LONGER NECESSARY



Application for Health Coverage & Help Paying Costs

#### Step 6 Completed Application

Take or mail your application to your local County Department of Social Services (<a href="www.ncdhhs.gov/dss/local/">www.ncdhhs.gov/dss/local/</a>).

If you are NOT registered to vote where you live now, would you like to register to vote here today?

— Yes — No

If you want to register to vote, you can complete a voter registration form at <a href="www.ncsbe.gov/">www.ncsbe.gov/</a>. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency. If you would like help filling out the voter registration application form, we will help you. The decision either to see or accept help is yours. You may fill out the application form in private. If you believe that someone has interfered with your right register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Board of Elections.



#### PREFERENCE FORM NO LONGER NECESSARY



North Carolina Department of Health and Human Services

## **Application for Food and Nutrition Services**

$\square$ If you are not registered to vote where you live now, would you like	Э
to apply to register to vote here today? ☐ Yes ☐ No	

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.





Give every covered applicant a voter registration form:

 "Here's a voter registration application. You may complete the form here today.

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	Are you a cit	izen of the United States o	f America?	Yes N	will)	you be at le	ast 18 year	rs of	fage on or be	fore electio	n day?			Yes	No
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Every client with a covered transaction must now be offered a voter registration application.

#### National Voter Registration Act Statement:

If you are submitting this application to an NVRA agency or the North Carolina Division of Motor Vehicles, the location or office where you submitted the application will remain confidential and will be used only for voter registration purposes. Public assistance agencies, disability services agencies, the North Carolina Division of Motor Vehicles, and unemployment services must offer you the opportunity to register to vote at the initial applica-tion for service of assistance and during any recertification, renewal or change of address. If you decline to register to vote, the fact that you so declined will also remain confidential. If you would like help completing the voter registration application, the agency will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private and return it to the agency that provided you the form or you may mail or deliver the form to your county board of elections office.

Applying to register or declining to register to vote will not affect the amount of assistance provided. If you believe that someone has interfered with your right to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the NC State Board of Elections, PO Box 27255, Raleigh NC 27611-7255 or you may call the agency at 1-866-522-4723.

#### NC VOTER REGISTRATION APPLICATION NSTRUCTIONS

- Preregister to vote if you are 16 or 17 years old. Update your name, address, party affiliation, or other info mation in your voter registration record.

Registration ID — Under federal Section 3 on this form, you must enclose a copy of one of the

- A current and valid photo ID.
  A current utility bill, bank statement, government check wheck, or other government document that shows me and address.

D the first time you present to vote.

nal signature. If you are currently regis ty of residence and you are using this form to update your name, address, or other information, you may also fax or email a

To vote in an energy of the section office no later than 25 and of elections office no later than 25 and 50 february of election. If you are registering for the first time your county of residence or you are changing aton, the board of elections must receive your application. You may fax or email your signed you are only updating your name and address in the section of the secti

ay register and vote during the election's one-stop absentee voting period (early voting) by completing an application at a one-stop site in your country and showing an election official proof of your residential address in the country, acceptable proof of residence documents include a NC drivers lienze or other photo ID issued by a government agency or a current utility bill, bank statement, government check, paycheck or other govern-ment document that shows your name and address.

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This form should be delivered to the local board of elections. You may also mail the form to

**NC State Board of Elections** P.O. Box 27255

Raleigh, NC 27611-7255

For more information concerning voter registration and voting requirements, contact the NC State Board of Elections at 1-866-522-4723 or elections.sboe@ncsbe.gov or visit our website at www.NCSBE.gov.





Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

2

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private."

3

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:

- •NC State Board of Elections
- •PO Box 27255
- •Raleigh, NC 27611-7255

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		penalty of perjury, that in tates citizen, as indicated al		to having read a	ind un	dersto	od th	e con	tents	of this form,	that:			
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		d voting rights are automat	ically resto	orea upon compi	etion o	or the se	nten	ce. No	spec	aal document	is needed.)			
		falsely completing this I Felony under Chapter												

"If you are not registered to vote where you live now, would you like to apply to register to vote here today?"

Customer may say 'Yes'

Customer may say 'No

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١	Are you a cit	izen of the United State	s of America?		11 '					age on o				he 18	wars	_
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			ATT THIS FURM.							DO NO	SUBN	IT THIS	FORM.			
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	DJr. F	]Sr.	N □ N			$\exists$	ŀ	Enter the	o tast 4	digits of yo	ur SSN.			heck	here If yo	u <u>do not</u> l
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4	Street Addres	s where you live (Required	9										Apartm	ont, Lo	it, or Unit	Number
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_	GENDER	African American/	RACE Amy Alas	erican Indian/ ska Native Itiracial	Hisp	ETHNICI	ITY stino			Democrat Unaffiliate	POI	ITICAL Reput	PARTY	AFFI	Libert	i arian
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Voter Registration Application

	NORTH CAROLINA VOTER REGISTRATION APPLICATION Please use black ink and print legibly.						
1	Are you a citizen of the United States of America?	Will you be at least 18 years of age on or before election day?					
	IF YOU CHECKED "NO" IN RESPONSE TO THIS QUESTION, DO NOT SUBMIT THIS FORM.	Are you at least 16 years of age and understand that you must be 18 years Yes No of age on or before election day to vote?  IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE QUESTIONS,  DO NOT SUBMIT THIS FORM.					
2	Last Name (Required)  First Name (Required)	3 Date of Birth MMDD/YYYY (Required) State of Birth/Country of Birth If you know your NC Voter Registration Number, enter it below.					

## version092016

T		Female	Blac	k	tive	Hispanic/Latino	Democrat	Kepublican	Libertarian	
Т		Male	Asia	an .	ial	Not Hispanic/Latino	Unaffiliated	Other		
			_ □wh				If you indicate a pol	itical party that is	not currently qualified, or	
				132			you do not indicate	a choice, you will	be listed as "Unaffiliated."	
	PREV	NOUS VOTER	REGIST	R/	will be used to can	cel your previous voter registr	ation in another cou	nty or state.)		_
	7	Last Name use	d in Previ	ov.			First Name used in Pr	revious Registration		
	′									
		Previous Addr	955	,			Previous County			$\neg$
		Previous City	-	_			Previous State		Previous Zip Code	$\dashv$
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		m a United S		dicated ab		and understood the Conte	nts or this form, th	dl.		
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		ection day of		ection to vote						
		nall have bee				Inct for 30 days before the el				
		III not vote ir				orm and if I am registered els				
		ave not been				a felony, I have completed m			i or parole.	
	(CI	tizenship and	d w	rights are automati	cally restored upon com	pletion of the sentence. No s	pecial document is i	needed.)		
				completing this						
				under Chapter	X					
	163	of the NC G	er And S	atutes.	Signature (Required)			Date		- 1
		version0920	16						_	
				)						
_										





#### BASED ON THE CUSTOMER'S PREFERENCE:

#### If "YES"

- Assist the client if asked
- Accept the completed form;
- Ensure a completed form is signed
- Transmit all completed voter registration
   applications to the County Board of Elections within
   business days. Use the Agency Transmittal Sheet

#### If"NO"

- This is a declination, but you do not need to give the client a declination form or preference form to sign because you distributed a voter registration application.
- The client may keep the application for later use in case he wants to register to vote or update his registration at a later time.

This form should be delivered to the local board of elections. You may also mail the form to:

NC State Board of Elections P.O. Box 27255 Raleigh, NC 27611-7255 You may keep the form in case you change your mind or need to update your address at a later time.

We must offer you an opportunity to register to vote each time you apply for services or renew services. It's the law.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you.

There's information on the back of the form that informs you of your rights.

You may check your voter registration online at www.NCBSBE.gov.

If you are uncertain about your voter registration status, there's contact information for the board of elections on the back of the form.

The decision whether to seek or accept help is yours. You may fill out the application form in private."



#### **DUTIES OF NVRA AGENCIES**

Agencies must transmit completed applications to the board of elections within five business days after acceptance.



# PHONE OR EMAIL TRANSACTIONS







#### Telephone Communication

- Ask the client the NVRA question and provide client with a voter registration application by mail or electronically.
- Record the client's preference on a NVRA Remote Transaction Sheet.



#### Communication by Mail

- If a client indicates on an application returned by mail that he desires to register to vote or update his registration, mail the client a voter registration application.
- Record the client's preference on a NVRA Remove Transaction Sheet.

#### NVRA REMOTE TRANSACTION SHEET

"This is a voter registration agency, I am required to ask, 'if you not registered to vote where you live now, would you like to ap, register to vote today? I can send you an application.""

Agency County	
Agency Name	

	Date	Client Name
1.		
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NCSBOE 2017.01





Source Type	⊠ 01 □ 02
Staff Name	

Commu	ınicatio	n Type	Transmit	Method
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□Phone	□Mail	□Email	□Mail	□Email
□Phone	□Mail	□Email	□Mail	□Email
□Phone	□Mail	□Email	□Mail	□Email
□Phone	□Mail	□Email	□Mail	□Email
□Phone	□Mail	□Email	□Mail	□Email

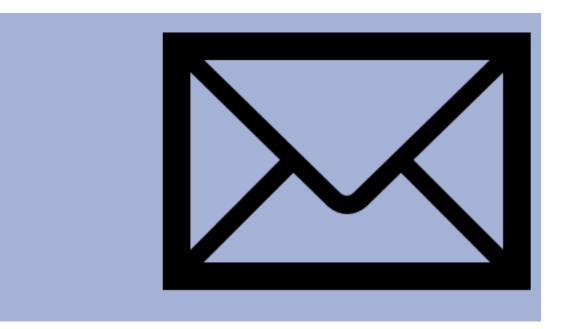


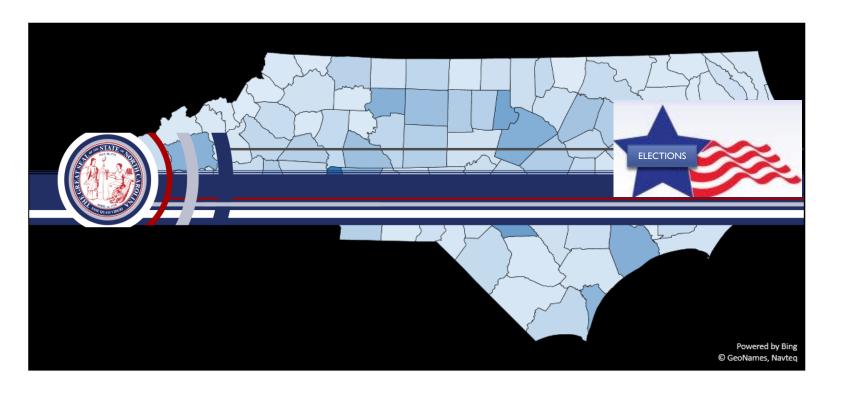


#### Email a form link:



#### Mail a form.





## NVRA SUBMISSION TO COUNTY ELECTIONS BOARDS



#### AGENCY TRANSMITTAL SHEET

# Use the Agency Transmittal Sheet to transmit forms to local board of elections:

- Transmit completed voter registration applications
- Transmit NVRA Remote Transaction Sheets

Agency Transmittal Form







#### FREQUENTLY ASKED QUESTIONS

Are agencies still required to offer clients a **preference form** that needs to be signed by the client?

No. Effectively immediately, all persons who are present at an agency <u>in-person</u> to apply for public assistance, renew public assistance services, or change their address related to an existing application for services should be given a voter registration application. The NVRA statements are on the voter registration application.

What if a client has already received a voter registration application recently?

The NVRA requires that voter registration services be offered for each covered transaction, regardless of the frequency of covered transactions for the same person.

How should an agency handle phone transactions?

Ask the client over the phone the NVRA question. If the client desires to register to vote, mail the client a voter registration application. Record the transaction on the new NVRA Remote Transaction Sheet.



#### FREQUENTLY ASKED QUESTIONS

What is the process if an authorized rep is applying for the actual adult client?

Give the voter registration application to the authorized representative to take to the actual client. There is also no issue with also offering voter registration services to the authorized representative too.

How should agencies handle applications that are sent to the client via mail?

The NVRA voter registration question is part of the services application sent to clients via mail. If the client indicates on the returned application that he or she would like voter registration services, mail the applicant a voter registration application. Record the transaction on the new NVRA Remote Transaction Sheet.



#### FREQUENTLY ASKED QUESTIONS

Should a voter registration form be given to a person who is not a U.S. citizen?

An agency representative should not offer voter registration services to persons that are not U.S. citizens.

Why should voter registration services be offered to persons 16 or 17 years of age?

Persons 16 or 17 years of age may preregister to vote.

If a person is unsure about their qualifications to vote, should they complete an application?

We recommend they take the application home and contact the board of elections for clarification on registering to vote or voting.



#### **NVRA AGENCY RESOURCES**

NVRA Resource Page

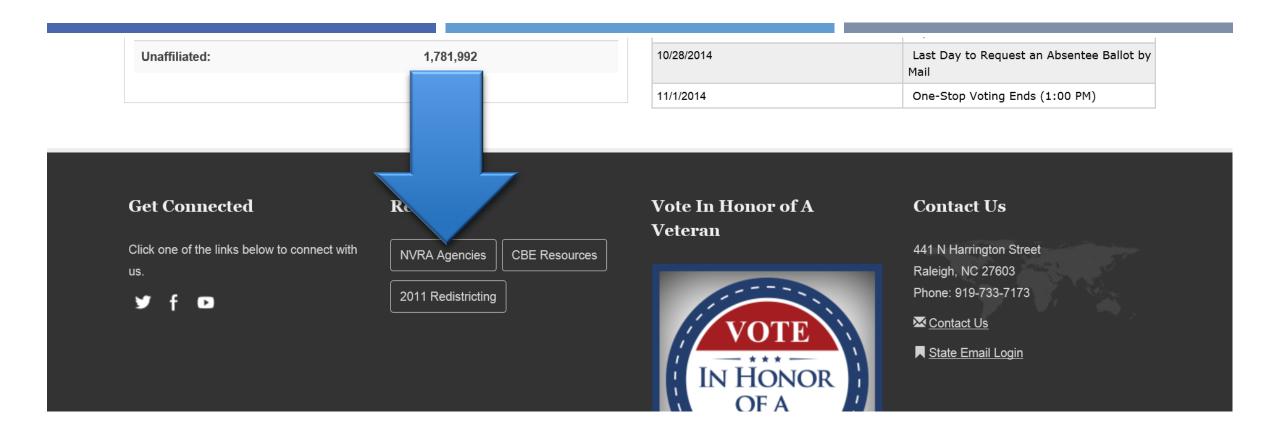
www.NCSBE.gov/voter-registration/NVRA

Public Assistance NVRA Page

www.NCSBE.gov/NVRA/01

Online Request Forms for Voter Registration Applications

Online Request Form Link



## WWW.NCSBE.GOV

## Request for NC Voter Registration Applications (NVRA)

(For County Boards of Elections and NVRA Agencies Only)

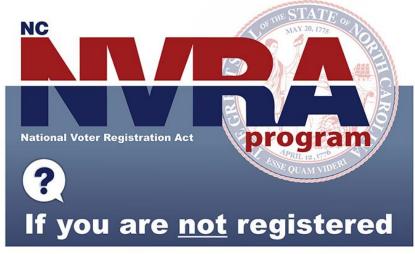


#### Use of this Web Form:

This web form will permit you to submit a request for voter registration applications to the NC State Board of Elections. You should only use this web form if you are a county board of elections or a NVRA agency.

To request voter registration applications, you will be asked to provide your name, contact information, shipping address and the number of forms you are requesting. You will receive the forms in 5-7 days.

Order voter registration forms online at www.NCSBE.gov



to vote at the address where you live <u>now</u>,

would you like to REGISTER TO VOTE

here today?



To contact the State Board of Elections 441 North Harrington St, Raleigh, NC 27603 www.ncsbe.gov | 1-866-522-4723



**Contact:** 

NVRA@ncsbe.gov

